



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	March 24, 2000	NETC 6250.1

Vehicle Registration and Parking Policy at the National Emergency Training Center

1. Purpose. This instruction continues the policy for vehicle parking and registration at the National Emergency Training Center (NETC).
2. Applicability and Scope. This instruction is applicable to all personnel assigned, employed, visiting, or attending functions and activities at NETC, seven days a week, 24 hours per day. The Assistant Administrator, Management Operations and Student Support, has responsibility for administering the NETC Parking Policy, for the issuance of parking permits based on the policy, and for determining appropriate action in special circumstances.
3. Supersession. NETC Instruction 6250.1, Vehicle Registration and Parking Policy at NETC, dated November 20, 1997.
4. References.
 - a. CFR 41, Chapter 101 FPMR 101-20.104.
 - b. FEMA Instruction 6251.1, FEMA Parking Facilities, dated June 5, 1990.
 - c. CFR 44, Chapter 1, Part 15, Subpart B, Section 15.43, and Section 15.45(b).
5. Vehicle Registration. NETC parking decals are required on all vehicles which are parked in staff-designated parking areas. (Exception: Official U.S. Government vehicles which will be parked in designated areas.) Temporary parking permits are required for all visitors with the exception of those parked in Area "Z" Main Avenue for 8 hours or less. All vehicles that will be parked on the NETC facility must be registered as follows:
 - a. FEMA employees assigned to NETC will be given a vehicle registration form when processing in at personnel office. Contractor employees will report to Security, Building "V." Government and contract employees will:
 - (1) Complete all information in the unshaded areas of the registration form.
 - (2) Take the completed parking registration form to the Security Office, Building V, Monday - Friday between 9:00 a.m. and 3:30 p.m.
 - (3) Receive a parking decal for the assigned area(s) and visibly display decal on the inside front windshield, lower corner, driver's side (except Pennsylvania). In Pennsylvania, display in the front windshield, center upper portion, behind the rear view mirror.
 - (4) Park the registered vehicle in accordance with Vehicle Parking guidance, 6. Procedures for Parking Vehicles, of this instruction.

(5) Register each vehicle which will be parked at NETC in designated areas. Each registered vehicle will have its own parking decal; a single parking decal can not be used for more than one vehicle.

(6) Notify Security of changes in registration information when they occur, such as change in employment location at NETC, transfer of ownership of vehicle, termination of assignment to NETC, etc. Remove parking decal from vehicle and return to the security office for issuance of a new decal or cancellation, whichever is appropriate.

b. Students, contract instructors, and other individuals who are reporting to Building C for a class, housing, or other authorized activity will follow these procedures:

(1) Fill out a temporary parking permit card at Building C check-in desk.

(2) Display temporary parking permit on rear view mirror inside of windshield at all times while vehicle is parked at the NETC facility. Permit is to be displayed on the inside rear view mirror so the permit can be read from the front of the vehicle. (Note: displaying of temporary permit is different than the display of a permanent parking permit.)

(3) Park in Area "S" or "Q" with temporary parking permit visibly displayed at all times while vehicle is parked at the NETC facility.

c. Non-permanently assigned contractor employees:

(1) Report to the Security Office and complete a temporary parking permit for each vehicle used on NETC.

(2) Visibly display the temporary parking permit on the rear view mirror inside the windshield so its permit can be read from the front of the vehicle at all times while parked at the NETC facility.

d. Disabled parking permits: Appropriate, verifiable information must be provided to Security staff in order to obtain an NETC disabled parking permit for utilizing NETC disabled parking spaces.

e. Delivery vehicles and courier service vehicles do not require permits, but may only park for a maximum of ten minutes in those zones so designated.

6. Procedures for Parking Vehicles. Parking areas are designated by organization, employee or individual categories, and by proximity to work location. Vehicle registration decals are Lot coded to match the designated organizational parking areas. The following categories apply: Government vehicles; FEMA employee staff; disabled; contractor staff including contract instructors; students; and visitors.

a. Designated Parking Areas. Parking is permitted in designated parking areas only. Categories of employees and individuals authorized to use these designated areas are as follows:

(1) Area "Z" Main Avenue. There are 15 spaces in Area "Z", located along the inbound lane of Main Avenue from South Seton Avenue to the entrance of Area "B". One space immediately before the entrance of Area "B" is reserved for the disabled with a state disabled license plate or a valid state issued disabled mirror hanger. Six spaces are designated for visitor parking along the Main Avenue for up to 8 hours without obtaining a parking permit. This is the only area on campus where a permit is not required to park. If the visitor parking area is full or the visitor's stay exceeds 8 hours, the visitor must park in Area "S" or "Q" and must obtain a temporary parking permit from the Security Office. Persons involved in or taking courses must register and park in designated areas. During periods of overflow, all USFA

and Training Division staff assigned to NETC displaying a permanent NETC decal may utilize the remaining 8 vacant spaces.

(2) Area "B". Located off the Main Avenue between Buildings A and N. The Training Division assigned to NETC and who work in Building N are authorized to park on this area. Twenty-six spaces are available. The 13 spaces on the north side of the area are designated for Fire Management and Technical Programs staff with parking decals. The 13 spaces on the south side of the area are designated for Training Division staff assigned to NETC displaying NETC parking decals.

(3) Area "N". There are 11 spaces located in Area "N". Two spaces are reserved for the U.S. Fire Administrator and the Chief Operating Officer, USFA, with NETC parking decals. One space is reserved for the Deputy Superintendent of the Emergency Management Institute. One space is reserved for visiting FEMA Headquarters staff. Four spaces are reserved for USFA and Training Division staff assigned to NETC, displaying NETC parking decals or temporary parking permit and one space for FEMA LRC employee displaying an NETC parking decal. Two spaces are reserved for 10-minute loading and unloading activities.

(4) Area "O". There are 5 spaces located in Area "O," located in front of Building O. One space is reserved for the FEMA Training Division Director displaying an NETC area "O" parking decal. Four spaces are reserved for FEMA employee Training Division staff assigned to NETC displaying NETC area "O" parking decals.

(5) Area "M". There are 10 spaces located in Area "M," 8 spaces located in front of Building M and 2 spaces south of Building V driveway. These 9 spaces are reserved for Fire Management and Technical Programs staff displaying an NETC area "M" parking decals, and 1 for disabled displaying an NETC decal or permit.

(6) Area "V". There are 6 spaces located in Area "V," located next to Building V. One space is reserved for the NETC Security vehicle with U.S. Government vehicle license plate. One space is reserved for the Security Project Manager displaying an NETC parking decal. Three spaces are reserved for 15-minute visitor parking. One space is reserved for "in-service" emergency vehicle.

(7) Area "K". There are 32 spaces located in Area "K," located on the East side of Buildings K and T. Twenty-nine spaces are reserved for FEMA employees of the Training Division assigned to NETC who display an NETC area "K" parking decal and 1 space is for the Food Service delivery vehicle. Two (2) spaces are reserved for the disabled displaying an NETC decal or permit.

(8) Area "L". There is 1 space located on the west side of Building L and is reserved for the disabled displaying an NETC decal or permit.

(9) Area "T". There are 9 spaces located in Area "T," located on the South side of Area "K" near the Memorial. Six spaces are reserved for contractor employees displaying NETC area "T" parking decals and 3 spaces are for memorial visitors with or without NETC temporary parking permits.

(10) Area "Q". There are 19 spaces in Area "Q," located at the northwest corner of "Q" road and on the in-bound (going to the barn) lane of "Q" road. Six spaces at the northwest corner are for contract personnel displaying an NETC area "Q" Parking Decal. Thirteen spaces along "Q" road are for anyone displaying an NETC Parking Decal or Temporary Parking Permit.

(11) Area "S". There are 163 spaces in Area "S," located on the north side of Building J. Four spaces on the south end of Building S are reserved for FEMA employees of the National Fire Academy with NETC area "S" parking decals. The remaining 159 spaces are to be utilized by contractor staff with NETC parking decals, and students and visitors with NETC temporary

parking permits. FEMA employees with NETC parking decals may also park in Area "S".

(12) Area "I". There are 76 spaces in Area "I", located east of Area "S" and west of I Building. Three spaces are reserved for disabled parking with NETC parking decals and temporary parking permits, 5 spaces for official government vehicles. The remaining 63 spaces are for NETC Management and Operations staff and maintenance contract personnel with NETC area "I" parking decals.

(13) Area "J". There are 42 spaces in Area "J," located North of Building J. Three spaces are reserved for disabled parking with NETC parking decals and temporary parking permits. The 23 spaces are for FEMA employees of the National Fire Academy with NETC area "J" parking decals. The remaining 11 spaces are for vehicles displaying an NETC decal or temporary permit. Five spaces located east of Building J are for any vehicle displaying an NETC decal or permit.

(14) Area "H". There are 18 spaces in Area "H," located between Buildings G and H. One space is reserved for the disabled with an NETC permanent or temporary NETC parking permit. Seventeen spaces are reserved for FEMA employees of the National Fire Academy with NETC area "H" parking decals.

(15) Area "F". There are 8 spaces in Area "F," located at the south and east ends of Buildings E and F. One space is reserved for the disabled with an NETC temporary permit or permanent parking decal; 1 space is reserved for contract maintenance personnel responsible for campus phone service/maintenance, and 6 spaces are reserved for vehicles displaying an NETC area "F" parking decal.

(16) Area "E". There are 71 spaces in Area "E," located in the area of Buildings E, D, and C and is accessible from the South Avenue. There are 4 spaces in Area "E" located against the West end of Building E. Two spaces, near Building E's elevator tower, is reserved for disabled parking displaying an NETC parking decal or temporary parking permit, and 2 spaces are open to personnel displaying an NETC parking decal. The remaining 67 spaces are reserved for FEMA employees of NETC Management and Operations, Field Personnel Operations, Training Division's EENET assigned to NETC, and contract staff personnel displaying an NETC Area "E" parking decals. Spaces are provided near Building D for motorcycles and bicycles.

(17) Area "C". There are 12 spaces in Area "C," located on the north and west sides of Building C West and is accessible from the South Avenue. Six spaces on the west side are reserved for visitor with disabled marked vehicles. No permit is required, only that the vehicle display a disabled license plate or permit in the windshield. Three spaces for Command Post Pub employees, with NETC parking decals,; and 3 spaces for contract personnel, with NETC Area "C" parking decals, working in the reception area of Building C West.

(18) Area "A". There are 43 spaces available in Area "A," located west of Building A and is accessible from the South Avenue. These spaces are reserved for FEMA employees, contract staff and contract maintenance personnel displaying an NETC area "A" parking decal.

(19) Overflow Parking. Areas along the road to the log cabin and the north side of lower avenue, with half of the vehicle removed from the roadway, will be used for overflow parking when "Overflow Parking Open" signs are posted.

(20) Designated parking spaces may be assigned to personnel at the discretion of the Senior Staff member (i.e., Administrator; Superintendents, Training Division and NFA; Assistant Administrators, NETC Management and Operations, and Fire Management and Technical Programs) of the organization that is responsible for the designated lot. Personnel not assigned parking

spaces will utilize unreserved parking within the area designated for their organization on a first-come, first-served basis.

b. Prohibited Parking. Parking is prohibited in the following areas:

(1) on grassy surfaces, unless directed to do so by a security official;

(2) in reserved spaces, except for the individual for which the space is designated;

(3) in loading and unloading spaces for more than 10 minutes and in 8-hour visitor spaces for more than 8 hours;

(4) in areas posted as no parking areas; and

(5) in disabled designated parking areas without disabled license plates, mirror hanger/tag, or an NETC disabled temporary parking permit.

c. Violations and Towing.

(1) Individuals parked in areas not assigned to them will be given a written violation notice.

(2) After an individual has received 3 written violations in the most recent 12-month period, he/she will receive a reminder that 3 violations have accumulated and that another violation resulting in four violations in 12 consecutive months will result in unannounced towing of the vehicle at the owner's/operator's expense.

(3) Vehicles parked in non-parking locations will be summarily towed or moved (after reasonable efforts to locate the owner) when the presence of the vehicle interferes with any emergency response that becomes necessary (e.g. if vehicle is blocking fire hydrant, access to doorway or building, etc.).

d. The NETC Parking Layout. The attached map details the parking spaces available for vehicle use at NETC. The map will be made available to all NETC employees, students, and guests.

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NETC Management and Operations
U.S. Fire Administration

Attachment
Campus Parking Map
Parking Location Chart

<u>Area</u>	<u>Location</u>	<u>Spaces</u>	<u>Distribution</u>
Z	Main Avenue	15	8 All USFA and Training Division assigned to NETC overflow 6 8-hour visitor parking 1 Disabled visitor displaying state disabled license plates or mirror hanger
B	Off main Avenue, between Buildings A and N.	26	13 Training Division assigned to NETC 13 Fire Management & Technical Programs
N	Entrance to and including N Circle	11	1 U.S. Fire Administrator 1 Deputy Administrator USFA 1 Deputy Superintendent, EMI 1 Visiting HQ staff 4 All USFA and Training Division staff assigned to NETC 1 LRC staff 2 10 min. loading zone
O	In front of Building O,	5	1 Director, Training Division 4 Training Division staff assigned to NETC
M	In front of Buildings M and south of Bldg. V	10	9 Fire Admin. Office and Fire Management and Technical Prog. 1 Disabled with permit
V	South of Building V	6	1 Security vehicle 1 Security Project Manager 3 15 min. visitor 1 "In-Service" Emergency Vehicle
K	East side of Buildings K and T.	32	25 Training Division staff assigned to NETC 1 Food Service vehicle 4 LRC Contract Staff 2 Disabled w/permit
L	West side of L	1	1 Disabled w/permit
T	South side of Area K near the Memorial	9	6 Contract personnel 3 Memorial visitors
Q	Inbound (to the barn) lane of Q Road.	19 (13)	13 Anyone displaying a NETC decal or permit
	At the Northwest corner of Q Road	(6)	6 Contract personnel

<u>Area</u>	<u>Location</u>	<u>Spaces</u>	<u>Distribution</u>
S	East of S and North of J Buildings	163	159 Anyone displaying a NETC permanent decal or temporary permit. (students)
	South of Building S		4 NFA
I	Warehouse and Offices	71	3 Disabled w/permit
			63 MOSS and Maintenance personnel
			5 GSA/Government vehicles
J	North side of Building J	42	3 Disabled w/permit
	(JS) East side of Bldg.		23 NFA staff
			11 NETC decal or permit
			5 NETC decal or permit
H	Between Buildings G and H.	19	1 Disabled w/permit
			18 NFA staff
F	South and East side of Buildings E and F	9	1 Disabled w/permit
			1 Telephone maintenance
			7 NETC decal
E	Vicinity of Buildings E, D, and C.	72	2 Disabled w/permit
			42 MOSS, Training Division staff assigned to NETC, Field personnel, EENET personnel
			28 Contract personnel
			14 lower west side
			14 lower east side
C	West side of Bldg C	2	2 Disabled w/permit
	North Side of Bldg C	6	3 Pub staff
			3 Contract staff
A	West of Building A	43	40 NETC staff and Contract personnel
			3 Contract transportation vehicles
O/F	Overflow Parking		
	Along the north side of the cabin road and north side of lower avenue with half of the vehicle removed from the roadway, main avenue and lower "E" area in open spaces when the Overflow sign is posted.		

Total: 561